# LNTC 403 01W: Digital Fluency
COURSE SYLLABUS: FALL 2024

## INSTRUCTOR INFORMATION

Instructor: Dr. Alan Francis
Office Location: Young Education North 122
Office Hours: Virtual
Office Phone: 903-468-3226 (use email for faster response)
Office Fax: 903-886-5507
University Email Address: Alan.Francis@tamuc.edu
Preferred Form of Communication**:** Email
Communication Response Time: Email – Within 24 hours during weekdays.

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

**Textbook(s) Required:**

Schrum, L., & Levin, B. (2015). *Leading 21st century schools – Harnessing technology for engagement and achievement* (2nd ed.). Thousand Oaks, CA: SAGE Publications, Inc.

**Optional Texts and/or Materials:**

Other materials/readings as assigned will be posted in the online course.

## Course Description

Digital Fluency – Six semester hours LNTC 403 Digital Fluency is the third competency in the BS in Global eLearning. Emphasis in the course is on multimedia implementation and design and emerging technologies. The course focuses on the adoption, utilization, and integration of appropriate technologies into the instructional environment.

*The syllabus/schedule are subject to change.*

## Student Learning Outcomes

In this online course the engaged learner will:

1. Examine personal attitudes and goals regarding key issues in the field of educational technology.
2. Explore ways technology can transform teaching.
3. Utilize technology tools to develop and evaluate learning experiences.
4. Utilize technology as a transformation tool.
5. Research and evaluate digital information.
6. Teach with web-based educational materials.
7. Utilize educational software and web-based tools to promote problem solving and inquiry.
8. Employ communication technologies to enhance learning through interactive information exchanges and networking.
9. Examine presentation tools and multimedia technologies.
10. Utilize assistive technologies to differentiate instruction and promote learning success.
11. Develop a digital portfolio and/or other performance assessment technology to evaluate self-learning.

# COURSE REQUIREMENTS

## Minimal Technical Skills Needed

Students should be able to use the learning management system, Microsoft Word, and, presentation and graphics programs.

## Instructional Methods

### Assignments

Specific modules will contain an assignment related to assigned reading from the course textbook. Specifics will be available within the online LNTC 401 course. Follow the due dates for each assignment. Do not use an artificial intelligence (AI) software or app to create your content as it will be considered plagiarism.

### Discussion Boards

Each discussion board thread topic will require a "post" and a minimum of two "replies" to fellow classmate's posts.

**Initial Post:** Student provides thoughtful and thorough response to each topic for discussion. Students will need to complete an initial "post" to each discussion board by the due date (available in the course). Review "post" content for correct grammar and spelling.

**Replies:** Student provides constructive comments to a fellow classmate's post. Reply content must relate to discussion topic. Review "reply" content for correct grammar and spelling. Replies need to consist of multiple sentences.

Follow the due dates (available in the course) for each Discussion Board. It is critical that students read all the postings for each topic. This will ensure that you not only respond to the topic questions, but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

**Final Multimedia Presentation**
Each student will prepare a final multimedia presentation. Specifics and grading rubric will be available in the online course.

# GRADING

Final grades in this course will be based on the following scale:

A = 89%-100%
B = 79%-88%
C = 69%-78%
D = 59%-68%
F = 58% or Below

# Assessments

Weights of the assessments in the calculation of the final letter grade.

| | |
|---|---|
| Assignments | 50% |
| Discussions | 30% |
| Final | 20% |
| Total | 100% |

# TECHNOLOGY REQUIREMENTS

## LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS).  Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

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LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

# ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

# COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

## Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:
https://community.brightspace.com/support/s/contactsupport

## Interaction with Instructor Statement

Instructor's communication response time to emails will in most instances be within 24 hours. Grading of assignments and discussion boards will in most instances be completed within four days of the deadline date.

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# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures/Policies

### Attendance Policy

Students are expected to "attend class" and actively participate. The professor will monitor student participation/activity.

### Late Work

Unless a student has a legitimate excuse, late work is not accepted. There are circumstances outside one's control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor.

## Syllabus Change Policy

The syllabus is a guide.  Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester.  Any changes made to the syllabus will be announced in advance.

## University Specific Procedures

## Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.  The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
https://www.britannica.com/topic/netiquette

## TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

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## Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work.  For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

**Graduate Students Academic Integrity Policy and Form**

Graduate Student Academic Dishonesty Form

https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf

## Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Student Disability Services

https://www.tamuc.edu/student-disability-services/

## Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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# Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.tamuc.edu/counsel**

**Mental Health and Well-Being**
The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



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# AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

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